

**SALT LAKE CITY DEPARTMENT OF AIRPORTS  
GROUND TRANSPORTATION  
NEW COMPANY CHECKLIST**



<b>For those wishing to establish themselves as a Ground Transportation Business to provide transportation services in Salt Lake City and/or at the Airport must complete all of the following items:</b>	
<input type="checkbox"/> <b>State Registration</b>	Your company name must first be registered with the Utah State Department of Commerce. Their office is located at: 160 E Broadway, Salt Lake City UT 84111.
<input type="checkbox"/> <b>Business License</b>	Secure a Salt Lake City Business License as required by Salt Lake City Code 5.71.050. Their office is located in the Salt Lake City/County Building 451 South State St. Salt Lake City, UT 84114.
<input type="checkbox"/> <b>Read City Ordinances</b>	Read and become familiar with all Ground Transportation Ordinances as contained in Salt Lake City Codes 5.71, 16.60 & 16.64 as well as the Salt Lake City Airport Ground Transportation Rules and Regulations. Links to these can be found on our website: <a href="http://slairport.com/ground-transportation">slairport.com/ground-transportation</a>
<input type="checkbox"/> <b>Register with Ground Transportation Office</b>	To register your company with the Ground Transportation Office, and have your vehicles inspected for operation, the following will be required: <ul style="list-style-type: none"> <li><input type="checkbox"/> A completed Ground Transportation Registration Form (enclosed)</li> <li><input type="checkbox"/> A copy of your Salt Lake City Business License</li> <li><input type="checkbox"/> Proof of a current Utah State Safety Inspection for each vehicle</li> <li><input type="checkbox"/> Certificate of Insurance (ACORD Form) and accompanying Additional Insured Endorsement document (see enclosed Insurance Checklist).</li> </ul> <p><b>*Please note that these insurance documents must be sent to our office by your insurance agent. We cannot accept those documents from you.</b></p>
<b>Each operator in your company will also be required to acquire and maintain an Airport Ground Transportation Operators Badge. Please see the enclosed information on badging requirements.</b>	
If you have any questions throughout this process please contact the Ground Transportation Office by email at: <a href="mailto:slairportgt@slcgov.com">slairportgt@slcgov.com</a> , by phone at 801-908-7204 or 7205, or by fax at 801-908-7220.	